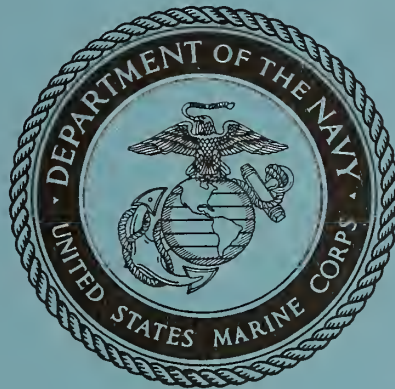


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1961

HQO P5211.7

**STANDING OPERATING PROCEDURE  
FOR  
COMMANDANT OF THE MARINE CORPS  
UNCLASSIFIED  
SUBJECT CORRESPONDENCE FILES**



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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON 25, D. C.

HQO P5211.7  
ABF-rgm  
9 Nov 1961

HEADQUARTERS ORDER P5211.7

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Standing Operating Procedure for Commandant of the  
Marine Corps Unclassified Subject Correspondence Files

Encl: (1) Cross-Reference (Locator) Sheet HQO P5211.7

1. Purpose. To promulgate standards and procedures for the maintenance of unclassified subject correspondence files of this Headquarters.

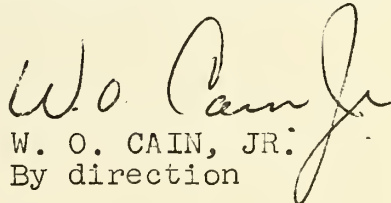
2. Action

a. This Order is effective upon receipt and will be utilized at all file stations within Headquarters Marine Corps.

b. Recommended changes should be submitted to the Director, Administrative Division (Code ABF).

c. Indicate on enclosure (1) where the subject publication is maintained and file in the directives files.

3. Certification. Reviewed and approved this date.

  
W. O. CAIN, JR.  
By direction

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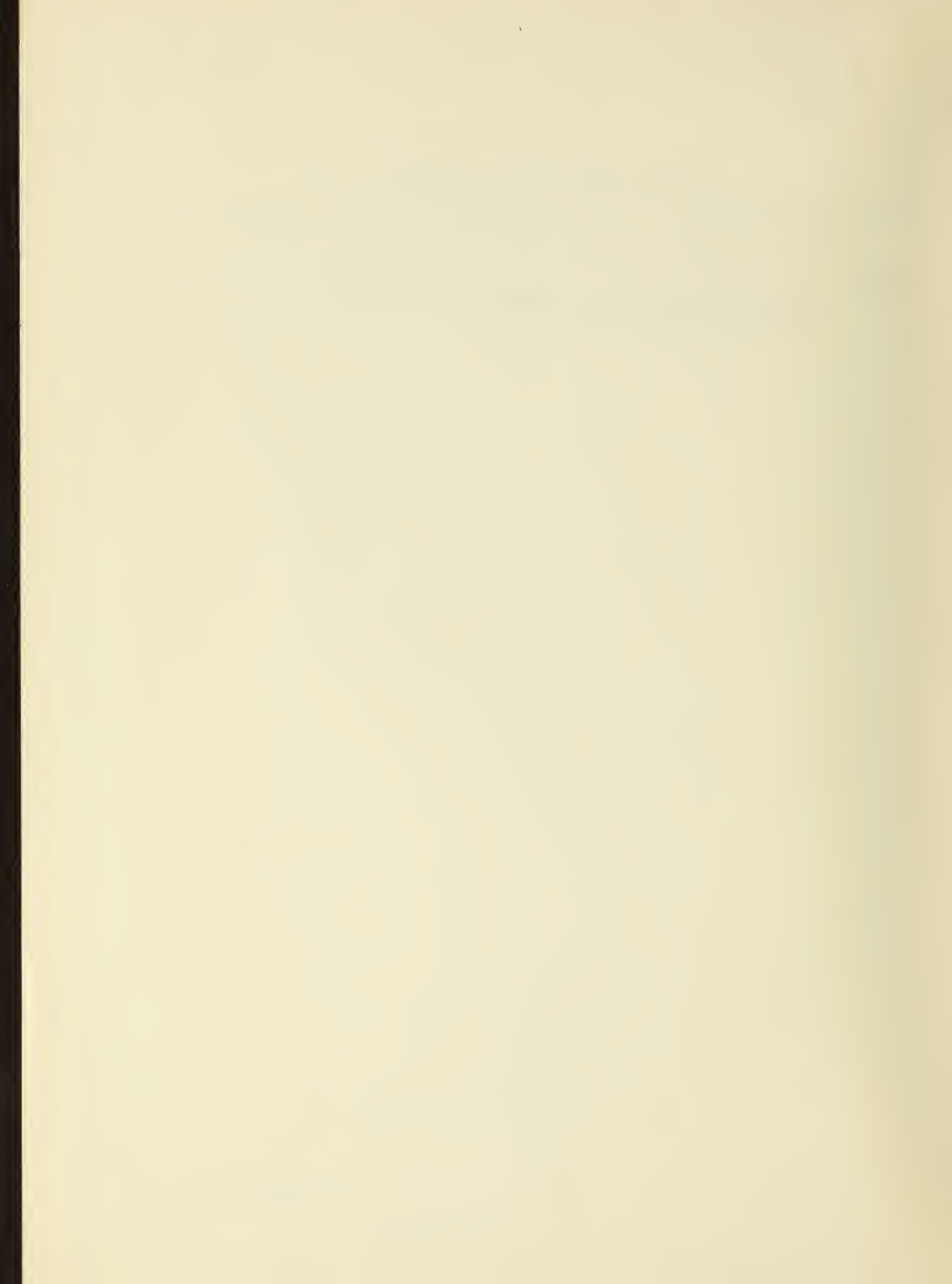
9 Nov 1961

CROSS-REFERENCE (LOCATOR) SHEET

Subj: Standing Operating Procedure for Commandant of the  
Marine Corps Unclassified Subject Correspondence Files

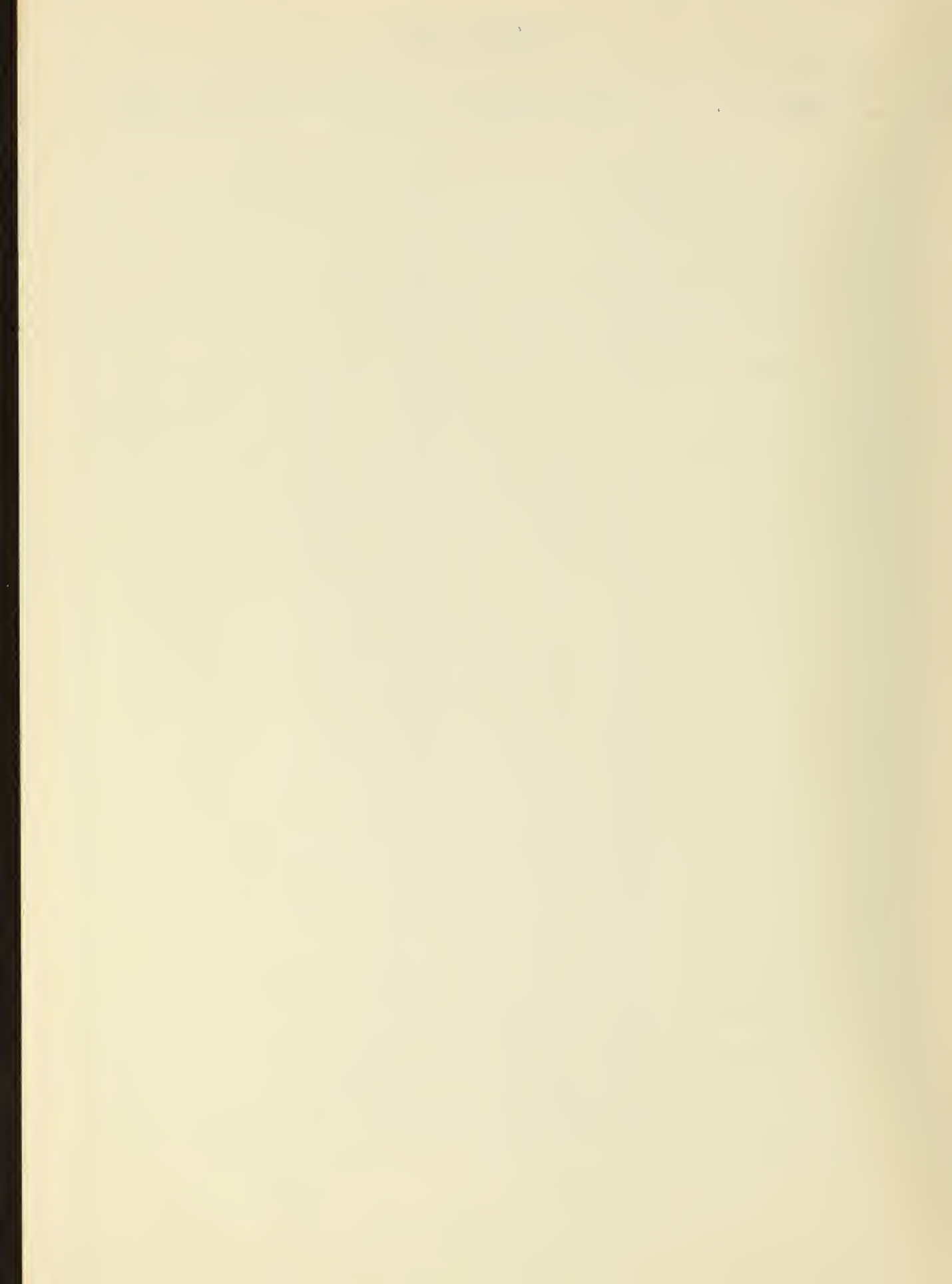
See:

(Recipient enter information as to where the publica-  
tion is maintained)



## CHANGE RECORD

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STANDING OPERATING PROCEDURE FOR COMMANDANT OF THE  
MARINE CORPS UNCLASSIFIED SUBJECT CORRESPONDENCE FILES

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# STANDING OPERATING PROCEDURE FOR COMMANDANT OF THE MARINE CORPS UNCLASSIFIED SUBJECT CORRESPONDENCE FILES

## INTRODUCTION

### 0001 GENERAL

1. The documentation of the history, policies, programs, and procedures of an organization is essential to its efficient and continued operation. The divergent subjects with which the Marine Corps is concerned, the number of individual offices, and the decentralization of file operations combine to make the filing problem at this Headquarters complicated. In this complex situation, efficient file operations are required to facilitate the functions of this Headquarters and to accomplish sound correspondence files administration. It is necessary, therefore, to comply with an organized plan. The success of a plan depends upon the cooperation of everyone who uses it.

### 0002 PURPOSE AND SCOPE

1. The purpose of this manual is to provide a standard system for orderly files maintenance and disposition; and to establish procedures for those responsible for file operations. Unity of method and operation will increase the administrative usefulness of correspondence files; expedite their disposition when they have served their local usefulness; facilitate the preservation of papers having permanent value; and simplify the training of employees.

### 0003 CONTROL AND RESPONSIBILITY

1. The Central Correspondence Files has technical control and responsibility for the proper maintenance and servicing of the unclassified correspondence files of this Headquarters and will furnish to operating offices, maintaining official decentralized files, all assistance possible in the establishment of their files, including procedures for maintenance, servicing, and retirement.

2. Operating offices maintaining decentralized files will apply the procedures prescribed by this order and coordinate the correspondence files in temporary custody with the over-all system of Headquarters Marine Corps.

3. Correspondence files play a vital role in any office and the type of files service provided directly effects the work in the office. The files operator is concerned primarily



with furnishing efficient files service. He must recognize that coordination must exist in correspondence files within his custody and the overall system. It is a requirement that the files operator be cognizant of the mission and the organization of the activity and be given detailed training as to functions performed by each organizational unit. Appropriate reference material should be furnished to the file operator to aid his filing and finding procedures.

#### 0004 PRINCIPLES AND APPLICATION

1. The principles contained in this manual are applicable to correspondence filing as a whole and will be used when establishing and managing correspondence files. The Navy-Marine Corps Standard Subject Classification System is designed to meet specific requirements of the various offices. Additional basic classification numbers will not be added to the system without the approval of the Director, Administrative Division.

#### 0005 CENTRAL AND DECENTRALIZED FILES

1. This Headquarters practices a combined system of centralized and decentralized files. Designated offices are granted authority to establish official decentralized files. These are the Commandant of the Marine Corps files, maintained under the technical control of the Central Files and physically located within the office having cognizance over them. They are papers received, promulgated, and used by that office and deal with the functions and responsibilities of that office. They consist of material of both permanent and temporary value.

2. Appropriately, the Central Files maintains papers which document policy, programs, organizational administration considered to be of permanent value and which are used jointly by several offices.

#### 0006 PLANNING THE FILE

1. Current planning for correspondence files maintenance accomplished two objectives; one, preservation of files of permanent value; and two, systematic disposition of those files of temporary value in accordance with the Headquarters Records Disposition Manual (HQO P5212.3). Maintaining permanent and temporary files as separate series facilitates in disposition when they are no longer current.

## CHAPTER 1

### STANDARD SUBJECT CLASSIFICATION SYSTEM

#### 1000 DESCRIPTION

1. The Navy-Marine Corps Standard Subject Classification System (SECNAV INST P5212.11), replaced the Navy Filing Manual in January 1959. This system is based on the Directives System and is prescribed for use throughout the Navy and Marine Corps for classifying and filing general correspondence and related records by subject.

2. This system permits the use of thirteen major subject groups of numerical series. Each of the thirteen major subject groups in the table is designated by a four or five-digit numeric code. These groups are:

1000 Series	MILITARY PERSONNEL
2000 Series	COMMUNICATIONS
3000 Series	OPERATIONS AND READINESS
4000 Series	LOGISTICS
5000 Series	GENERAL ADMINISTRATION AND MANAGEMENT
6000 Series	MEDICINE AND SURGERY
7000 Series	FINANCIAL MANAGEMENT
8000 Series	ORDNANCE MATERIAL
9000 Series	SHIPS DESIGN AND SHIPS MATERIAL
10000 Series	GENERAL MATERIAL
11000 Series	FACILITIES AND ACTIVITIES ASHORE
12000 Series	CIVILIAN PERSONNEL
13000 Series	AERONAUTICAL AND ASTRONAUTICAL

#### 1001 ADAPTATION

1. The thirteen major numerical subject groups are subdivided into primary, secondary and sometimes tertiary breakdowns. Primary subjects are designated by the last three

digits (the hundred group) of the code number. For example, primary groups listed under the major subject of General Administration and Management, code 5000 are as follows:

5000 GENERAL ADMINISTRATION AND MANAGEMENT

5200 Management Programs and Techniques

5300 Personnel

5400 Organization, Functions and Status

2. Primary subjects are subdivided into secondary subjects by the last two digits of the numeric code. Tertiary breaks are indicated by the final digit, for example:

5200 Management Programs and Techniques

5210 Office Methods and Paperwork Management

5211 Files and Records Systems

3. Activities desiring to make arbitrary breakdowns may further subdivide by adding slants (/) in order to facilitate reference. The arbitrary subdivisions are for an activity's own convenience and are considered as a local break. Local subdivisions must be logical and systematic and always preceded by a slant (/), separating them from the standard classification number. Arbitrary names or titles assigned the same subject classification number should be filed in alphabetical sequence. (See subparagraphs b, c, and d, below.) Numbers, subjects, names or locations may be used. For example:

a. Adding Arbitrary Numbers

5450 Shore Establishment

5450/1 Reserve Units

5450/1-1 Activation, Deactivation

b. Adding Arbitrary Words (Subjects)

5212 Records Disposal and Transfer

5212/Disposals

5212/Transfers

c. Adding Arbitrary Names

5420 Boards and Committees

5420/AdHoc Committee

5420/Mess Fund Board

d. Adding Arbitrary Locations

5321 Complements and Allowances

5321/Albany

5321/Parris Island

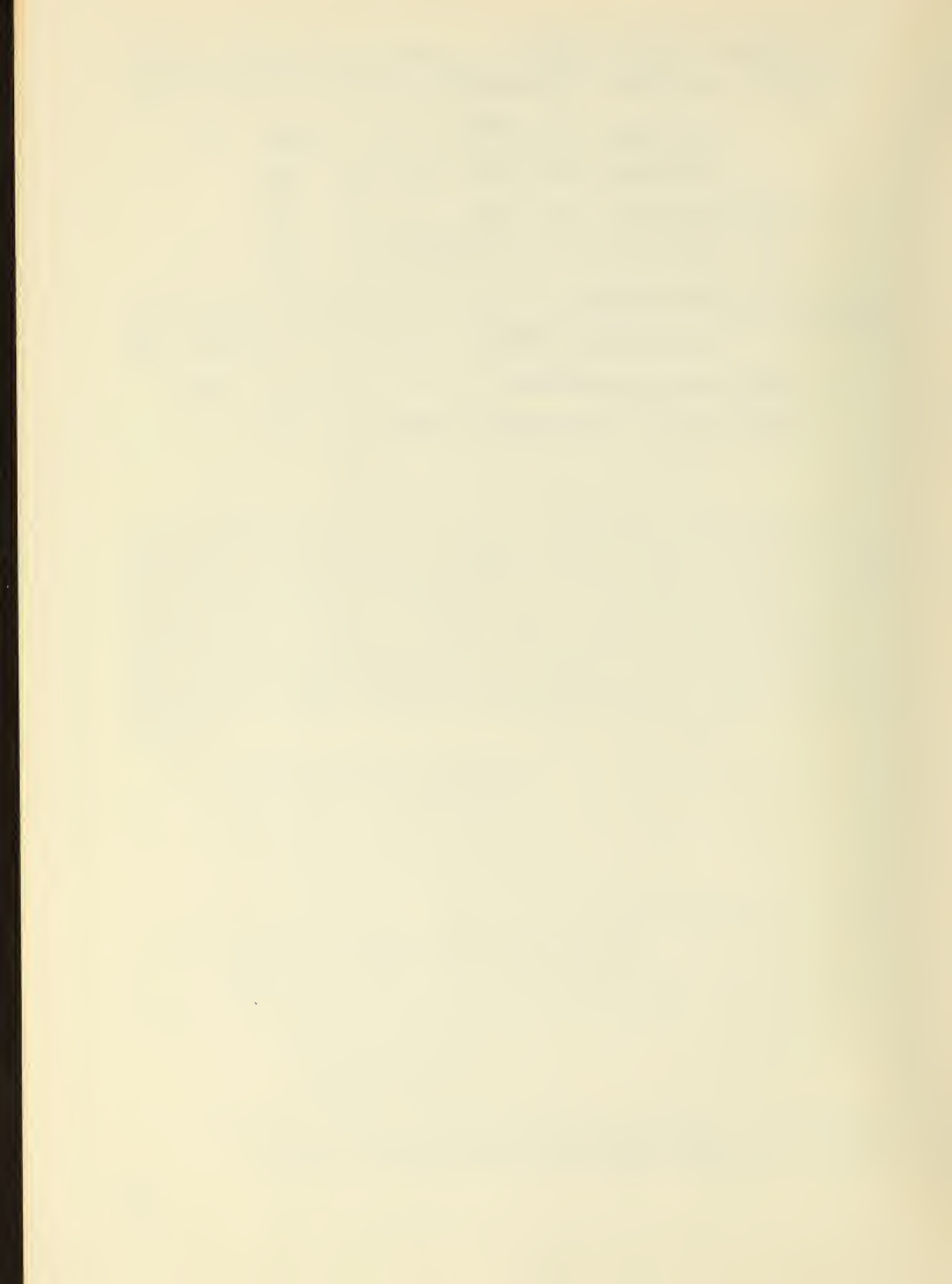
e. Combining File Numbers

'4200/10340 Procurement of Fuel

---

'The first number indicates the principal subject.







## CHAPTER 2

### FILING EQUIPMENT AND SUPPLIES

#### 2000 STANDARD EQUIPMENT AND SUPPLIES

1. Proper equipment and supplies simplify and speed up filing operations. Cabinets and file folders have been standardized for use in unclassified correspondence files. The five drawer, letter-size filing cabinet and the file folder as described in chapter 5, is prescribed for use at this Headquarters.

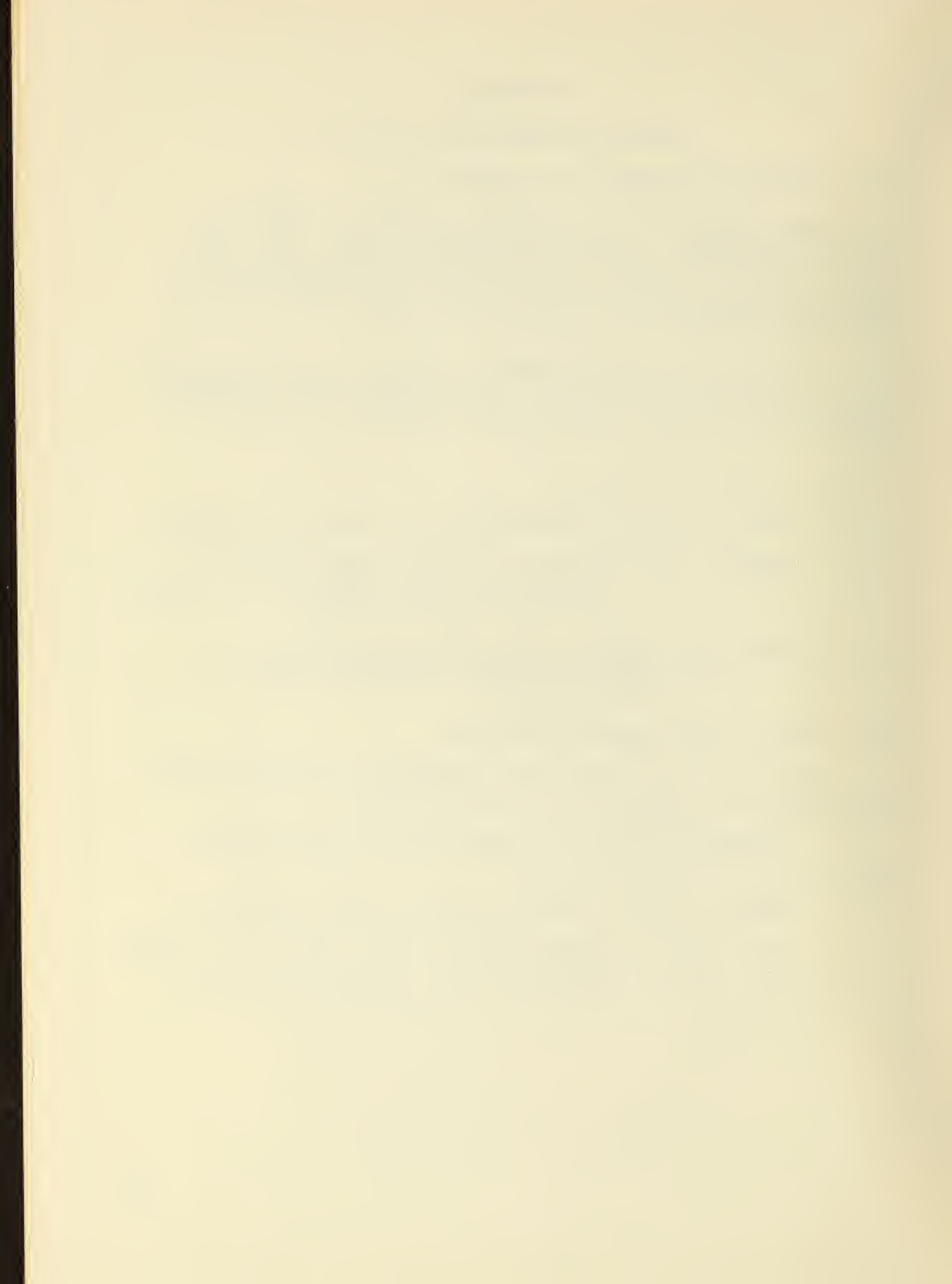
2. In addition to the equipment normally furnished within an office for files maintenance such as desks, file cabinets, typewriters and file folders, the following items will be needed:

- a. Folder tab inserts.
- b. Rubber stamps for opening and closing out folders.
- c. Folder labels (paste-on fanfold type used for data previously entered on the folder such as inclusive dates).
- d. Forms:
  - (1) DD334 - Cross Reference Sheet
  - (2) NAVMC 363-ADM - Charge-Out Card
  - (3) Backing Sheet

#### 2001 GUIDES AND REFERENCE MATERIAL

1. Listed below are guides and references required in the maintenance and operation of a file station:

- a. SECNAVINST P5210.11, Navy-Marine Corps Standard Subject Classification System.
- b. NMOINST 5211.6, Guide to Better File Operations.
- c. HQO P5212.3, Headquarters Records Disposition Manual.
- d. HQO P5000.3, paragraph 29163, Headquarters Manual.



## CHAPTER 3

### MATERIAL RECEIVED FOR FILE

#### 3000 SOURCE

1. Material received for file in a subject correspondence file consists of the green file copies of outgoing correspondence, correspondence addressed to this Headquarters, and other papers originated and received within this Headquarters.

#### 3001 OFFICIAL FILE COPY

1. Navy Regulations, Article 1613 states that "Copies of all official correspondence sent and the original of all official correspondence received, and such other correspondence as will or may become the subject of future reference or action shall be preserved in files." Subject to this article and in conformance with the Navy Correspondence Manual, operating offices of this Headquarters are required to prepare a distinctive "green" file copy (or copies of reproduced material on white paper but marked at the bottom of the first page, "Green File Copy") to identify the official file copy of outgoing correspondence, for such files.

2. In preparing the file copy of outgoing correspondence, when the subject warrants permanent retention, a green file copy will be forwarded to the Central Files or filed in the permanent files of the decentralized files, as appropriate. Offices which forward material to the Central Files on a current basis and find it desirable to retain a copy in the office, will prepare a yellow copy to indicate that a green file copy was forwarded to the Central Files. The green file copy considered of temporary value will be retained in the files of the originating office of officially decentralized files.

#### 3002 IDENTIFYING AND GROUPING FILES

1. Papers received by the file station will fall into the following categories:

- a. Those of permanent value
- b. Those of temporary value
- c. Nonrecord material

Identifying papers of permanent value from those of temporary value is paramount to the orderly disposition of papers when they are no longer needed by the office.

2. Correspondence files of permanent value are a small portion of the accumulated files of an office. They reflect the organization, mission, and administrative history of the agency. They include documents establishing policy, procedures, programs, and projects and they are preserved for evidential, legal, historical, and research value.

3. The originator or office responsible for marking the papers for "file" makes the determination regarding material of permanent value and accepts the responsibility for assuring that it is received by the Central Files.

4. It is essential that material such as staff studies; manuals originated by Headquarters Marine Corps, including changes thereto; Board Reports; Administrative Reports; the official file copy of Marine Corps directives; and correspondence and other papers affecting the history, development, and staff functions of the Marine Corps be forwarded to the Central Files as prescribed in the Headquarters Manual. This material is to consist of the original or record copy, as appropriate, and all related matter. The original or record copy, as appropriate, will not be retained in a decentralized file.

5. Correspondence files of temporary value are those papers filed within the decentralized files that become eligible for destruction after a specified period of time or event. They are of routine and operational nature. These papers are not forwarded to the Central Files for retention nor for further disposition.

6. Not all correspondence and papers received within a file station should be placed in the files. Papers that are worthless as records or lose their value after action has been taken are classed as nonrecord material. This material will not be given a subject classification for placement in the files. They should be destroyed when they have served the purpose for which they were created. The Headquarters Marine Corps Records Disposition Manual (HQO P5212.3) should be consulted for the legal definition of nonrecord material as well as typical examples of such material.



## CHAPTER 4

### FILING PROCEDURES

#### 4000 PREPARATION OF DOCUMENT FOR FILE

1. A review of the material received for file is necessary to determine if it is complete and ready for file. Certain steps are required in this preliminary process:

a. If a routing sheet is attached, check this to assure that routing has been completed.

b. Duplicate and extraneous papers must be screened from the file so that the records are not burdened with useless papers. The routing sheet should not be made a part of the permanent file unless it contains record information pertinent to the file of which it is a part.

c. The file material must indicate that it has been released to file. The word "File" and the initials of the individual releasing the material for file is written in the lower right corner of the material.

d. Incoming correspondence entered into a file is marked "File" and initialed to indicate that action has been completed. If no action was required, this will be so indicated.

e. Incoming correspondence and the green file copy in answer are stapled together and filed under the date of reply. In the instance where the incoming correspondence is held pending further action, notation of such will be made on the green file copy by the action office before it is entered into the file. When action is finally completed on the incoming correspondence, a notation of each separate action and date of each will be entered thereon before it is released for file.

f. The green file copy must bear the date and signature stamp.

g. Assure that appropriate references and enclosures are attached or have been previously placed in the files.

h. Prepare the material for file by removing all paper clips, and staple securely at the upper left corner. If the papers are bulky, staple at both upper left and right corners.

#### 4001 CLASSIFICATION

1. After the preliminary preparation for file, correspondence is read and analyzed to determine the general significance of the document and the subject by which the papers are likely to be requested.
2. The first step is to determine the appropriate major subject category, then select the correct subdivision, e. g., primary, secondary, tertiary or arbitrary as the case requires. In some instances the major classification will be used.
3. The classification under which similar documents are filed influences the classification used. Where the subject of the correspondence is vague, the originaring office should be contacted to obtain a clearer conception of the subject matter. Do not be misled by a classification previously assigned to the paper, and the subject line should not be relied upon too heavily in determining the classification. Knowledge of the missions and functions of the originating office is required in selecting a file designation. The classification is placed on the upper right corner of the document.

#### 4002 CROSS-REFERENCING

1. At the time of classification, cross-referencing comes under consideration in many cases. Cross-referencing is used when more than one subject is involved or when the subject may be interpreted differently. In this case, an extra copy of the document is used, if available, or a cross-reference form DD 334 should be prepared. (Illustrated in figure 4-1.)
2. Continuity cross-referencing is used when a document is brought forward to be consolidated with subsequent material relating to the same transaction. The cross-reference sheet is prepared and filed in the place of the document brought forward.
3. Judgment based on the knowledge of the files and the manner of making reference should determine the extent of cross-referencing. Avoid making and filing unnecessary cross-references.

**DATE** (Enter date of document)

**INDEX:** (Enter subject file classification number(s) of cross-reference(s), to the record copy or official file copy.)

**TO:** (Enter name of individual or organization to whom correspondence is addressed.)

**FROM:** (Show name of originator of document.)

**SUMMARY:** (Enter subject line of document, including any further identification needed or synopsis of important contents.)

**FILED:** (Enter subject file classification number under which the actual document will be filed.)

**INDEXER:** (Enter initials of indexer.)

**REMARKS:**

**DD** FORM 1 MAR 50 **334**

**CROSS-REFERENCE SHEET**

Figure 4-1

## 4003 FILING

1. Once the classification is completed, all documents to be filed should be sorted into a filing sequence to expedite the filing operation.
2. Filing should be kept current by filing the material daily. Papers are placed in the folders in chronological order with the latest date forward. Cross-reference papers are placed in date order along with other papers.
3. Generally papers should be placed in the folders loosely rather than being secured to the folder. This conserves time and space and better reference service can be provided as several people can be furnished units of the folder at the same time. Withdrawal and return of the papers to the files is facilitated when not hampered by fasteners. To accommodate expansion, the folder should be creased at the score lines at the bottom. This holds the folder in an upright position and furnishes a neater and more accessible file.

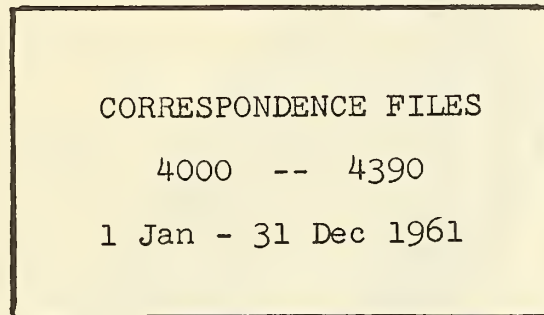


## CHAPTER 5

### FILE DRAWER AND FOLDER MAINTENANCE

#### 5000 MAINTAINING FILE DRAWER EFFICIENCY

1. The contents of file cabinet drawers are shown on outside labels. The drawer label will show that it contains the correspondence files, inclusive classification numbers, and the year or years in which the material was created, for example:



2. Allow sufficient space at the rear of the drawer for expansion. This eliminates frequent shifting of material as the files grow and prevents unnecessary damage to the papers and folders.

#### 5001 TYPE OF FOLDER

1. The use of a standard file folder throughout the Headquarters is prescribed for correspondence files. This folder is the 17-point kraft, letter-size, 1/3 cut with angular celluloid tab.

#### 5002 FOLDER ARRANGEMENT WITHIN THE DRAWER

1. In preparing the folder for the first position, the first tab is used to indicate all major and primary numbers; for the second position, the second tab is used to indicate all secondary and tertiary numbers and for the third position, the third tab is used to indicate all arbitrary numbers. (Illustrated in figure 5-1.) File folders are arranged in the file drawer in the same numerical order that appears in the classification system.

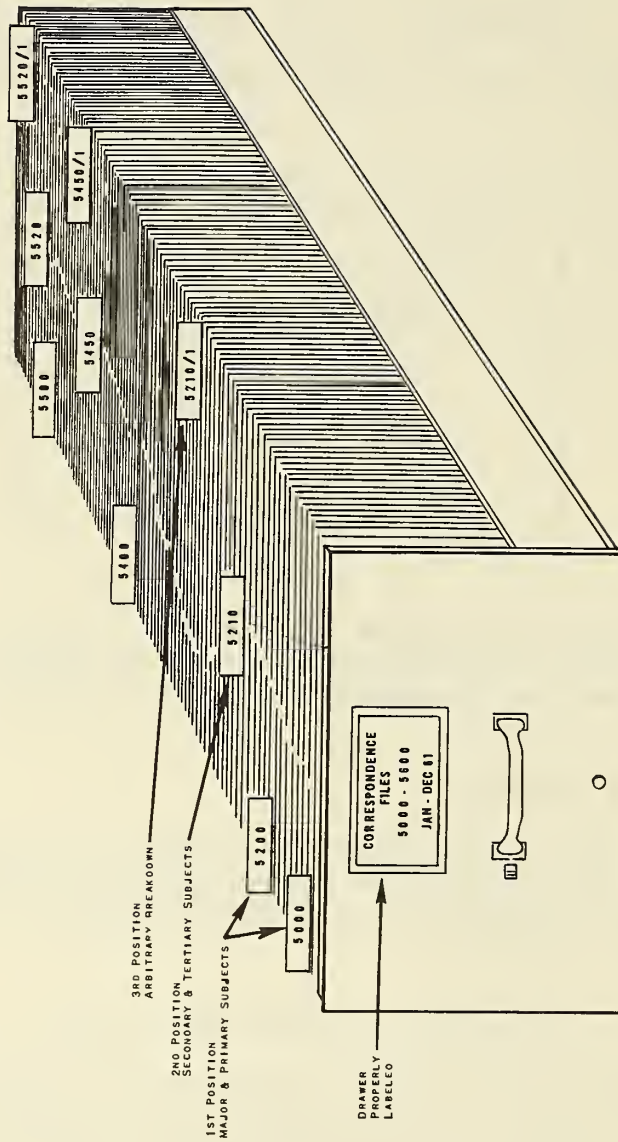


Figure 5-1

## 5003 DATA SHOWN ON FOLDERS

1. The following data (illustrated in figure 5-2) should be shown on the file folder:
  - a. The classification number and subject title (using abbreviations where necessary) typed on the folder tab.
  - b. The opening and closing date stamped on the inside of the folder adjacent to the folder tab.
  - c. The name of the Branch, Section, or Unit; the organizational code; and "(HQMC FILES)" stamped on the front of the file folder.

## 5004 FOLDER CLOSEOUT

1. The capacity of the standard file folder is three-fourths of an inch. **Closeout** the first folder when capacity has been reached. A continuing folder should be prepared for this material, unless it seems advisable to make further breakdowns from the contents of the folder. Further breakdowns should not be established unless there are five or more documents to be classified under the new breakdown. The new folder, prepared, is a continuation and shows the same classification number and subject on the folder tab.

2. File folder closing should be restricted to the end of the month where appropriate and possible. If further breakdowns are made from the contents of the folder, a change is made in the classification of the correspondence upon transferring the material. Files are broken annually to allow for orderly retirement.

## 5005 FOLDER LISTINGS

1. Subject classification listings (list of file folder headings) contribute significantly to the efficiency of files maintenance. Principles of good filing require that subject classification listings be made by offices maintaining files. Offices authorized to maintain decentralized files will furnish the Central Files with a copy of such listing. The listing will be kept current and in the instance of a reorganization or physical change within the files, the Central Files will be notified and a revised listing furnished. (Illustrated in figure 5-3.)

5000 GENERAL ADMIN. & MANAGEMENT

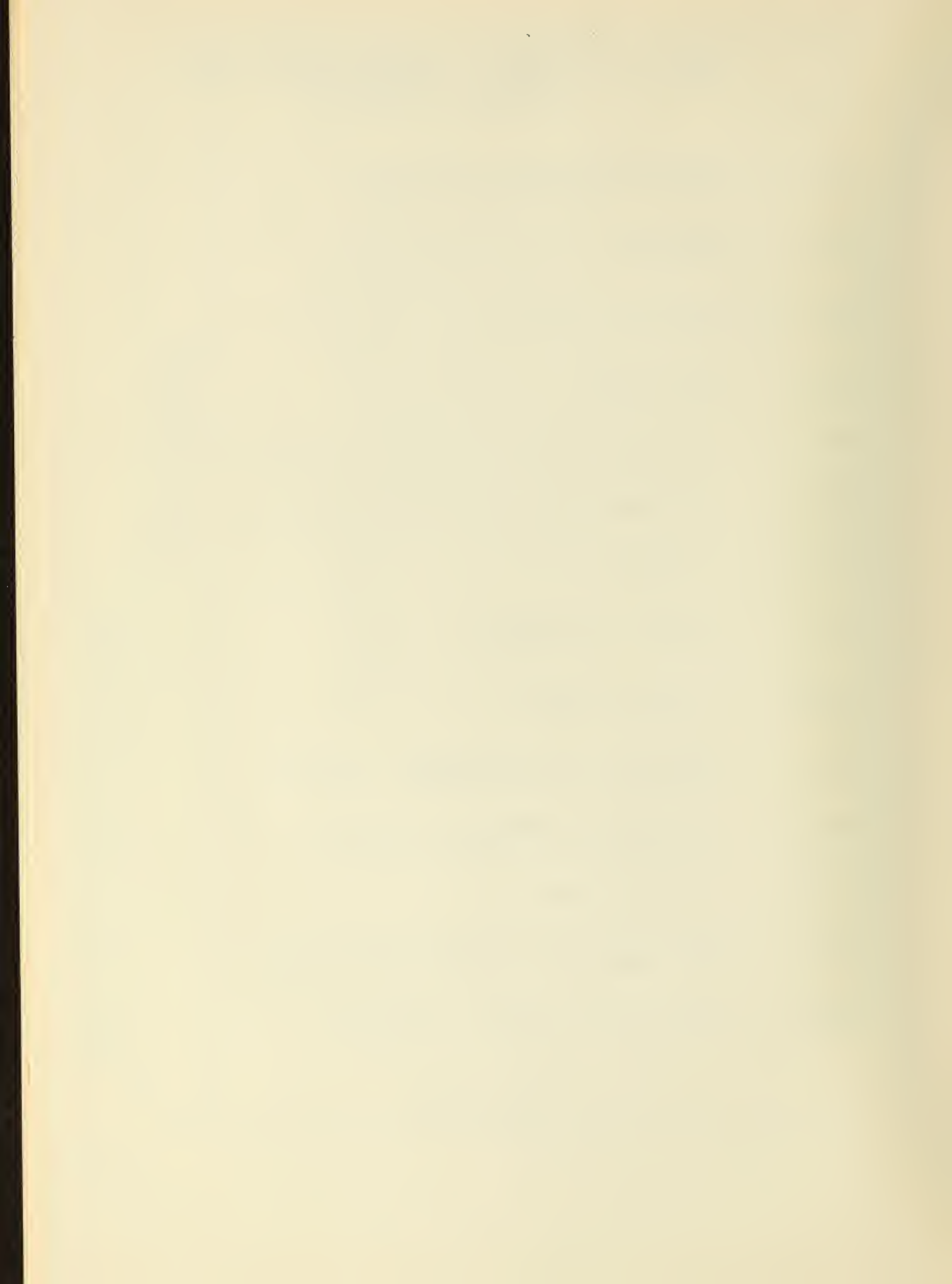
OPENED 1 Jan 1961  
CLOSED 30 Jun 1961

RECORDS BRANCH (DG)  
(HQMCM FILES)

OFFICIAL DECENTRALIZED CORRESPONDENCE FILES  
(SUB UNIT OF CENTRAL CORRESPONDENCE FILES)  
DIVISION OF AVIATION

- 1000 - MILITARY PERSONNEL (General)
- 1020 - Uniforms
- 1050 - Leave and Liberty
- 1130 - Enlistments
- 1200 - CLASSIFICATION AND DESIGNATION (General)
- 1300 - ASSIGNMENT AND DISTRIBUTION (General)
- 1301 - Officer
- 1320 - Orders to Personnel
- 1320/1 - Flight Orders
- 1400 - PROMOTION AND ADVANCEMENT (General)
- 1500 - TRAINING AND EDUCATION (General)
- 1500/1 - School Quotas
- 1600 - PERFORMANCE AND DISCIPLINE (General)
- 1650 - Decorations, Medals, and Awards

Figure 5-3





## CHAPTER 6

### RESEARCH AND CHARGEOUT

#### 6000 RECEIVING REQUEST AND LOCATING MATERIAL

1. The successful operation of a file system depends upon the ability to locate documents promptly. Following certain procedures in the search for the document will contribute to the finding efficiency.
2. The person receiving the request should obtain as much information as possible from the requestor to assist in the search and identification of the needed document. Particular information needed is subject matter, and the date and the originator, if known. In most cases the requestor will identify the type of document in making the request.
3. Material of a general subject may be located by going directly to the file after securing adequate information. If the searcher is not sure of the file designation, the subject classification guide should be consulted.
4. When a request is received for a complete file on a given subject, look under all classifications where there is a possibility that records on the subject might be filed.

#### 6001 CHARGEOUT PROCEDURES

1. Any document removed from the file for use in an office is charged out to the requestor or user. This prevents misplacement of the document(s) and keeps file operators informed as to location of file material loaned out.
2. The documents are removed from the folder and fastened to a backing sheet, which identifies the file from which it was taken, before release to requestor. A charge-out card is inserted in the file where the document was removed. When an entire folder is charged out, the contents are secured within the folder by metal fasteners before release to the requestor and the Charge-Out Card, NAVMC HQ 363-ADM, is substituted in its place. (See figures 6-1 and 6-2 for illustrations of backing sheet and charge-out card respectively.)

#### 6002 FOLLOWUP, RETURN, AND REFILE OF DOCUMENT OR FOLDER

1. Periodic followup should be made to ensure prompt return of the material to the files. The backing sheet is

removed from the material and the charge-out card is pulled from the files when refiling the material and the information is crossed off the charge-out card.

THIS CORRESPONDENCE HAS BEEN CHARGED TO YOU. PLEASE RETURN AS PROMPTLY AS PRACTICABLE. IF FILE IS TRANSFERRED, PLEASE ADVISE BY CALLING TELEPHONE EXTENSION \_\_\_\_\_.

RETURN TO \_\_\_\_\_

Figure 6-1



## CHARGE-OUT CARD

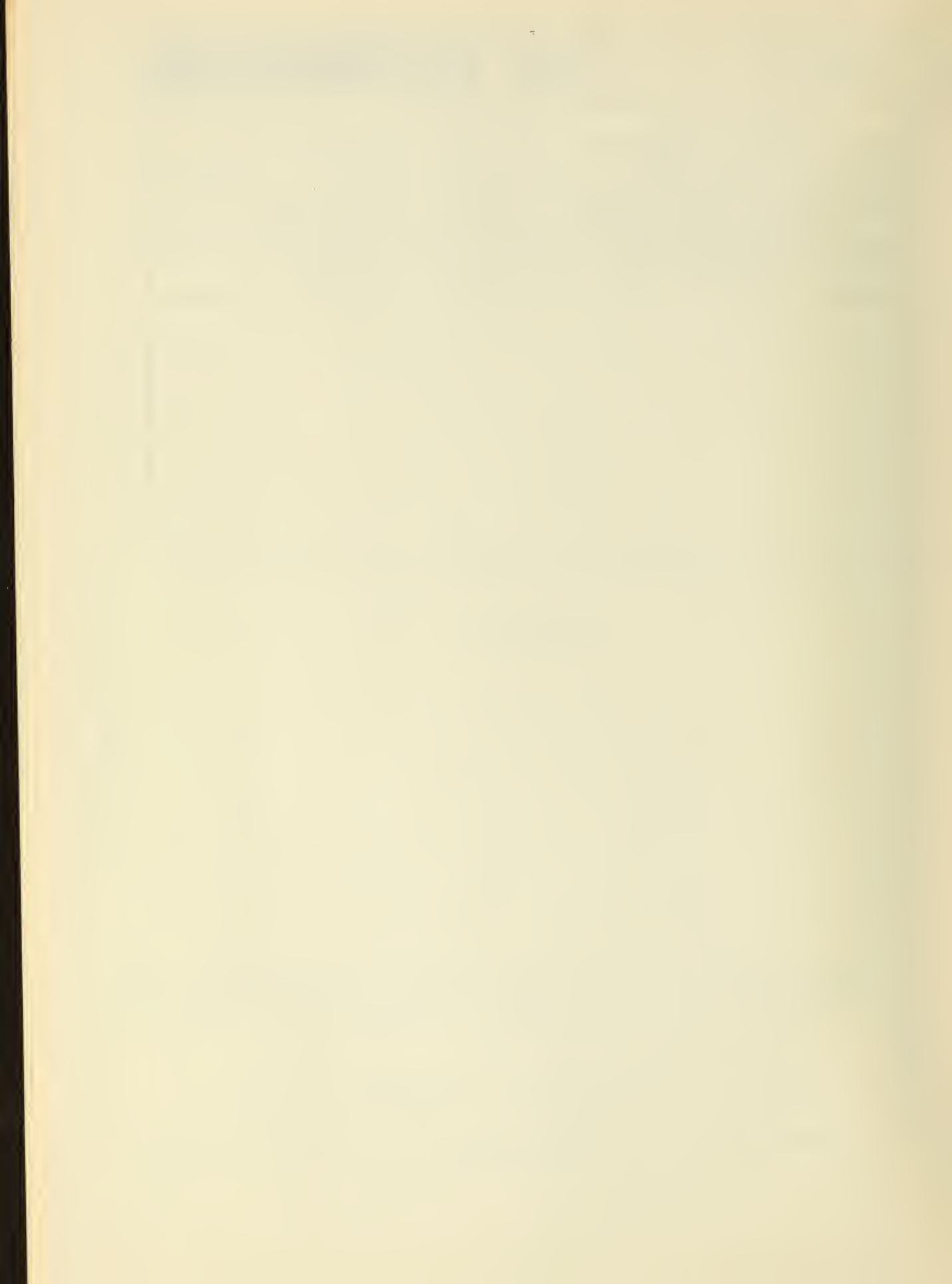
NAVMC HQ 363-ADM

SUPERSEDES NAVMC 10294-ADM WHICH WILL BE USED

OUT

DESCRIPTION (File symbol, subject, and date)	CHARGED TO (Person, room no., and extension)	DATE CHARGED
<del>1510-A03C &amp; mch</del>	<del>Code 4034</del>	
<del>San Diego dtd. 24 Feb-59</del>	<del>B.C. Red X 41060</del>	<del>28 Dec 60</del>
<del>1540-Formal School Trng.</del>	<del>Code A03C</del>	
<del>for Radio operator</del>	<del>W. H. Black X 40912</del>	<del>1 Jan 61</del>
<del>3920-A04E &amp; Sec 7nd</del>	<del>Code A04E</del>	
<del>dtd 24 Feb 1959</del>	<del>R. L. Blue X 406722</del>	<del>13 Apr 61</del>

Figure 6-2



## CHAPTER 7

### RETIREMENT OF CORRESPONDENCE FILES

#### 7000 POLICY AND PROCEDURES

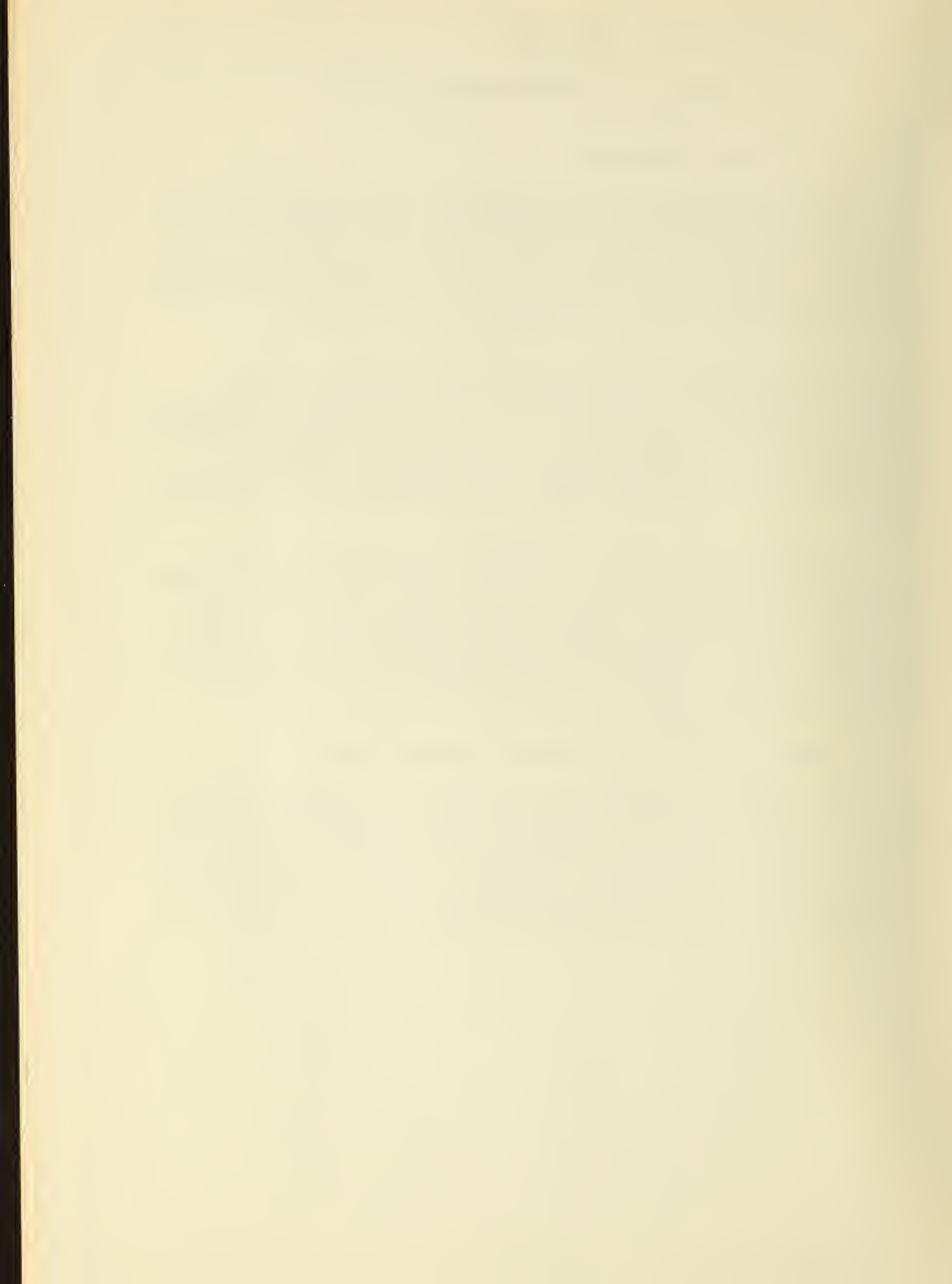
1. Correspondence files of this Headquarters considered to be of permanent value are transferred to the Federal Records Center, Alexandria, Virginia when they have reached the age of three calendar years. Offices maintaining decentralized files are required to schedule and send to the Central Files, all correspondence files of permanent value before they have reached the age of three calendar years.

2. The Central Files provides research on unclassified correspondence files transferred to the Federal Records Center, Alexandria, Virginia, and to the National Archives, Washington, D. C. This latter agency is designated by law as the custodian of permanently valuable records of the U. S. Government. They do not accept records until they have become relatively inactive within the agency which accumulated them.

3. Correspondence files of temporary value which have reached an inactive status are destroyed or retired, pending eligibility for destruction, in accordance with the Headquarters Records Disposition Manual (HQO P5212.3). These temporary files are not retired through the Central Correspondence Files. Service on these temporary correspondence files is provided direct to the cognizant offices by the Federal Records Center.

#### 7001 RETENTION OF FILES ELIGIBLE FOR RETIREMENT

1. When certain documents held in the decentralized files cannot be feasibly retired as directed, arrangements will be made with the head of the Central Files for the withholding of file folders by cognizant offices. This will be accomplished by furnishing the folder subject classification listings of those withheld, the volume of the material, and the approximate date of release of such file folders.



## APPENDIX A

### GLOSSARY OF TERMS

ACTIVE FILES - Files required by the activity which created them for conduct of business.

ARBITRARY SUBDIVISION - A breakdown for use within a file station, always preceded by a slant (/) to distinguish it from the basic standard classification numbers.

BACKING SHEET - A sheet attached to material on loan, bearing the return identification of the files from which it was loaned.

CENTRALIZED FILES - The files of an organization physically located in one place.

CHARGE-OUT CARD - A card inserted in the file in place of loaned-out material, and showing the date charged and person to whom charged.

CHRONOLOGICAL ORDER - Progressive date sequence.

CLASSIFYING - Process of determining subject matter and category through analyzing and grouping of material under which the papers are to be filed.

CODING - The act of writing file designations in upper right corner in the process of classification of papers to be filed.

CONTINUITY FILING - A form or extra copy filed under an additional subject to indicate where the basic papers can be found.

CROSS-REFERENCE - A form or extra copy filed under an additional subject to indicate where the basic papers can be found.

CUTOFF - A designated time beyond which material of a later date is not added to a file series. This break off or discontinuance of file series, usually established on a calendar or fiscal year basis, except in case of project files, facilitates the transfer and disposal of correspondence files.

DECENTRALIZED FILES - Correspondence files maintained by officially authorized file stations. These files are a sub-unit of the Central Correspondence Files and are responsible for the maintenance of these files in accordance with approved procedures.



DISPOSITION - Destruction, or transfer of correspondence files to records centers for permanent retirement or eventual destruction when eligible, in accordance with disposition schedules.

ELIGIBLE FOR RETIREMENT OR DESTRUCTION - Files having met a specified requirement for destruction or no longer needed in the active files of an office and eligible for transfer.

FOLDER CLOSEOUT - To discontinue filing material in a folder after it has reached its capacity or at the end of a specified period of time or event.

FOLLOWUP - A review of charge-out cards followed by inquiry regarding return of over-due, loaned-out material.

INACTIVE FILES - Files referred to only occasionally in the conduct of business.

NONRECORD MATERIAL - Transitory material which serves no documentary or record purpose and which can be destroyed without filing. Also work sheets, routing sheets, and notes which have no significance after preparation of the record copy.

OFFICIAL FILE COPIES - Documents or papers which constitute the record copies of an organization.

OFFICIAL FILE STATION - A physical location within an organization, specifically designated to maintain and service the official correspondence files.

PERMANENT RETENTION - Permanent preservation of files through a scheduled retirement via the Central Files to the Federal Records Center with eventual transfer to the National Archives.

PERMANENT VALUE - Papers worthy of permanent preservation.

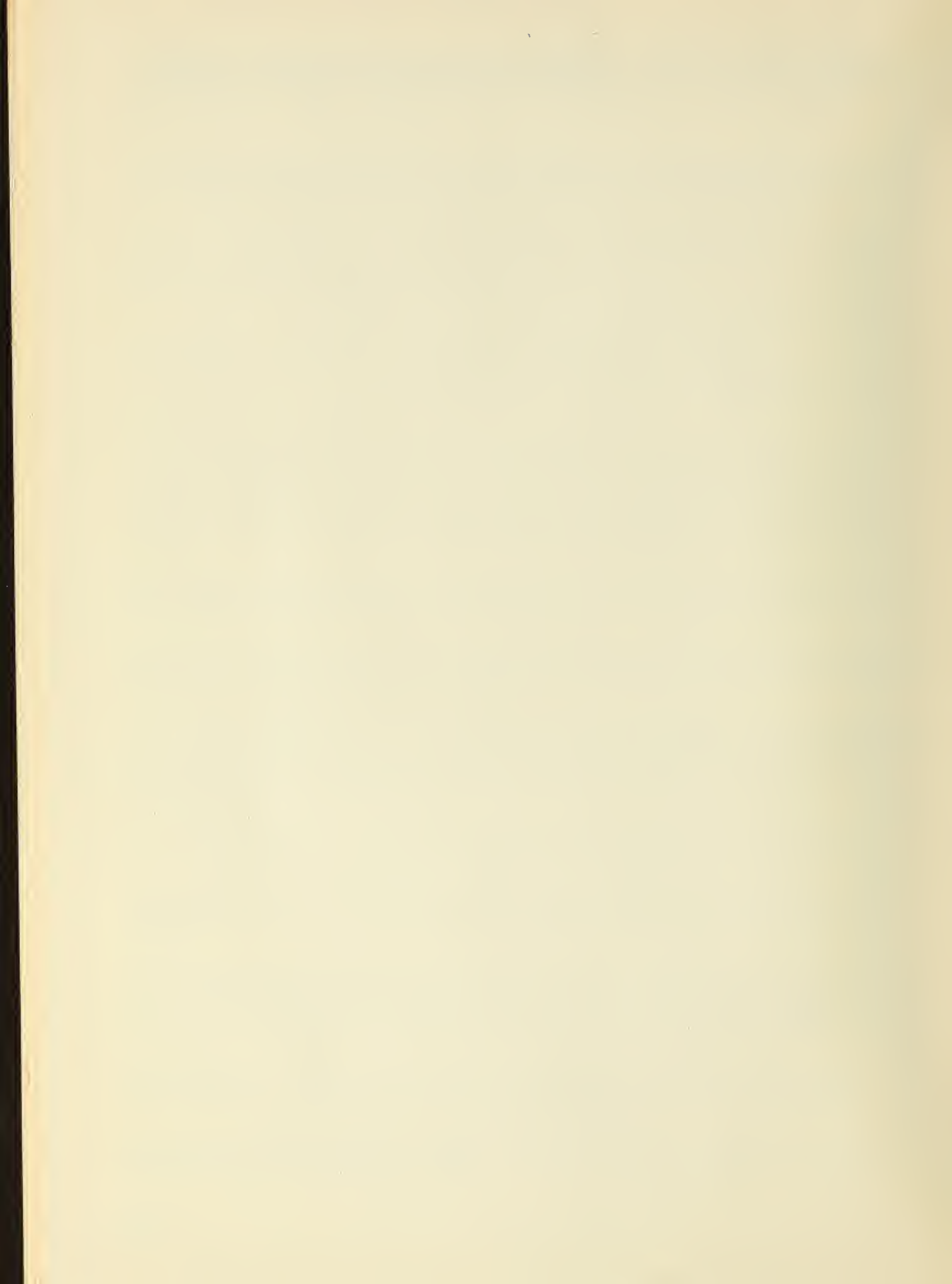
PROJECT OR PACKET FILES - Made up of papers pertaining to a specific action, transaction, organization, location, or thing.

RECORD MATERIAL - Documentary material created or received by an agency, preserved as evidence of the organization, programs, policies, procedures and operations of the agency for reference value.

RETIREMENT - The systematic disposition of inactive files through transfer to a records center.

STANDARD FILE FOLDER - Kraft file folder, 17 point, 1/3 cut, with angular celluloid tab.

SUBJECT FILE FOLDER LISTING - A listing of files by folder, maintained at a file station, arranged in the same subject numerical order as the file classification guide.







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Standard operating procedure for un-  
classified subject correspondence  
files.

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